



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

July 2006

To: School Food Authority Administrators – Special Provision 2

From: Christine Emerson, Director
School Nutrition Programs



Re: Non-Base Year Meal Benefits

The following forms are available on the School Nutrition Programs website at www.opi.mt.gov/schoolfood/index.html in the Lunch, Breakfast, Snacks and Milk page. These forms are **required** to successfully administer the School Nutrition Programs. If you have trouble downloading any of these forms, please contact our office at (406) 444-2501.

Required forms include:

- Public Release for Provision 2 Schools
- Newsletter Announcement for Provision 2 Schools (optional)
- Letter to Households – Special Provision 2 (optional)

Insert your district's specific information in the **[bold bracketed fields]**. If you make additional changes, you must submit them to the state agency for approval. The pages are designed to be printed on 8½" x 11" paper.

NOTICE OF ELIGIBILITY FOR FREE MEALS — SPECIAL PROVISION 2

[Insert School District Letterhead]

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of District]** offers healthy meals every school day. This year households **will not** be required to complete the free and reduced- price application material or pay for meals and snacks. Therefore, there is no charge to any child for meals and snacks served.

If you have questions, call **[Telephone Number]**.

Sincerely,

[Signature of School Official]

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**PUBLIC RELEASE
PROVISION 2 SCHOOLS**

[Name of District] is a Provision 2 school and will be offering healthy meals every school day. Our school will be serving breakfast, lunch, afterschool snacks and milk **[list only programs school participates in]** at no charge to all enrolled students during this school year. Applications for free and reduced-priced meals will not be distributed, therefore, eligibility for free and reduced-price meals will not be determined.

[School Official]

[Address]

[Telephone]

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**NEWSLETTER ANNOUNCEMENT
PROVISION 2 SCHOOLS**

[Name of District] is a Provision 2 school and will be offering healthy meals every school day. Our school will be serving breakfast, lunch, afterschool snacks and milk **[list only programs school participates in]** at no charge to all enrolled students during this school year. Applications for free and reduced-priced meals will not be distributed, therefore, eligibility for free and reduced-price meals will not be determined.

[School Official]

[Address]

[Telephone]

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